# Australian Government: Australian Public Service Commission

# Your personal information

The Australian Public Service Commission collects personal information about individuals for a range of purposes to enable it to carry out its functions. The Commission’s privacy policy is available on the internet at:

* <http://www.apsc.gov.au/privacy>

Further details about the collection of your personal information are provided below.

| CLL Core Skills Reference Group — APP 5 Notice | |
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| Who is collecting your personal information? | Your personal information is being collected by the Australian Public Service Commission. The Commission’s contact details are . |
| Collection of your personal information | Your personal information was provided by you or your agency via phone or email communication. |
| Authority for the collection of personal information | Your information is collected for the purpose of the Public Service Commissioner’s functions under the *Public Service Act 1999*, to strengthen the professionalism of the APS and facilitate continuous improvement in learning and development in the APS |
| Why does the Commission collect your personal information? | The Commission collects your personal information to use for correspondence, consultation and to communicate information about related events. |
| What would happen if the Commission did not collect your personal information? | If the Commission did not collect your personal information, you would be unable to participate in the Commission-run Core Skills Reference Group. |
| Who will the Commission disclose your personal information to? | Your contact details may be used to distribute information about Commission—run or sponsored opportunities and to maintain our databases. Your information will be disclosed to other Core Skills Reference Group members. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes.  Your personal information will not be made available to the public.  If you do not wish to have your information used for marketing purposes email CoreSkills@apsc.gov.au. |
| Access to and correction of your personal information. | The Commission’s privacy policy contains information about how you may access and seek correction of personal information about you that is held by the Commission. |
| Privacy complaints. | The Commission’s privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles and how the Commission will deal with complaints. |
| Overseas disclosure of your personal information. | It is not likely that your personal information will be disclosed to any overseas recipients. |